



virtual BOX initiative

bridging the gap between paper
and electronic records

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project manager
04/20/12

//COLLABORATION

- DOE RL

Vision: “ ***To Provide Information at the Point of Performance***”. Provide a cost effective, innovative, and compliant Records Management Program with emphasis on electronic records, implementing industry best practices, maximizing cost reductions, and ensuring records and information is an integrated part of the cleanup mission at the Hanford Site.” – DOE Hanford Site Content and Records Management Plan



//COLLABORATION

- Mission Support Alliance

Vision: "Provide a cost effective, innovative, and compliant records management program with emphasis on electronic records, implementing industry best practices and maximizing cost reductions" – MSA Comprehensive Records Management Plan



- Lockheed Martin Services Inc.

Vision: "Powered by Innovation, Guided by Integrity, We Help Our Customers Achieve Their Most Challenging Goals"



//TESTIMONIALS

- Other Hanford contractors

- CHPRC Testimonial

“The Virtual Box is an innovative concept to the conventional methods of storing paper records or scanning/indexing each record individually. Besides providing, a huge cost savings to our company this process provides record information to our CHPRC workforce at their desktops. Users are able to “word” search and retrieve information within the Virtual Box by content because the entire box of paper is scanned with Optical Character Recognition (OCR) applied.

Our CHPRC workforce is ecstatic about the “virtual box” process!



- WRPS Customer Testimonial

“The Virtual Box process is economical and can be used to support the processing of documentation that does not require in depth indexing. It reduces indexing, scanning and handling of the documents physically in the box. Once the box is electronic there is no cost to store the documentation in paper format.”



//BACKGROUND

Hanford: **586** square miles

Employees at Hanford Site: **~11,000**



//BACKGROUND



//VIRTUAL BOX CONCEPT

VIRTUAL BOX

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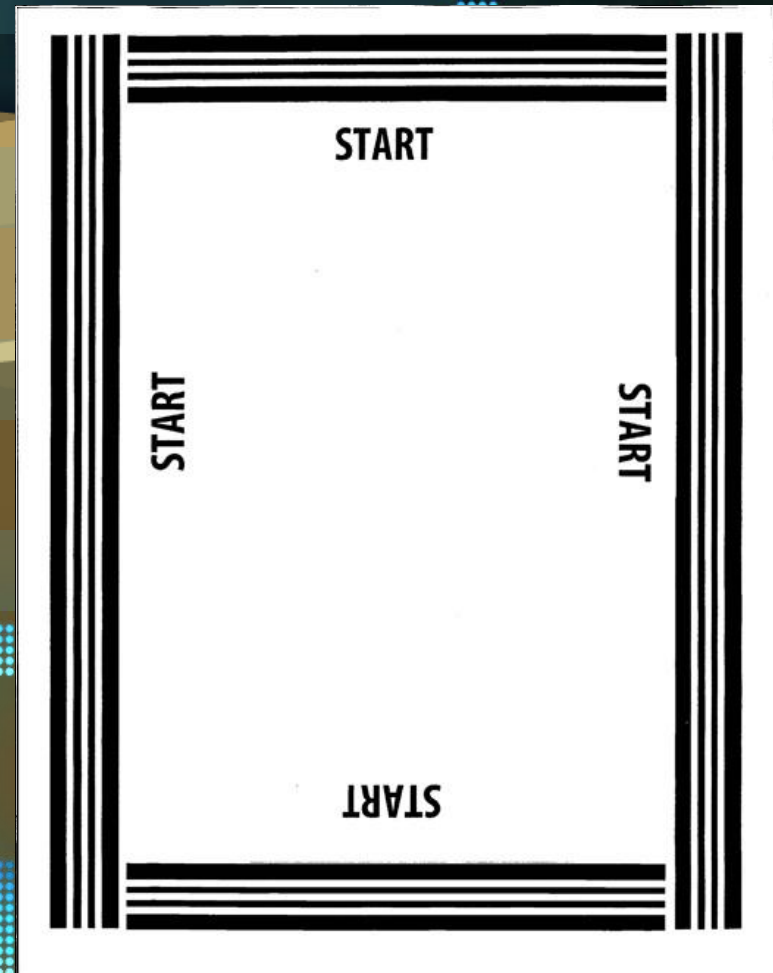
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Hanford Records
02/02/78

requests for information regarding the
proper storage and disposition of
TRY waste and related topics

Hanford Records
04/20/78

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//WHAT IS A VIRTUAL BOX

“Innovative method for delivering information at the point of performance.”

Scanned images of a box of records that are an exact replica of the content in a box of paper records.

- Lower cost alternative for digitizing paper records
 - Reduced processing time
 - 1 week vs. 1 day
 - Faster retrieval time

//BUSINESS NEED

- Need for Information to be readily accessible
 - Efficient and effective retrieval capabilities
 - Information available at user's desktop
 - Information needs to be content searchable
- Replace paper record storage with electronic record storage



//DRIVING FACTORS

- Solving specific business need
- Meeting customer needs
- Management support
- Experienced Imaging personnel
- Current technologies
- Presidential Initiatives/ DOE OCIO Strategic Goals/ DOE EM Strategic Goals

//HOW IT WORKED

1.



Idea

2.



Brainstorming

3.



Solution
Development

4.



Solution

5.



Pilot

6.



Implementation

7.



Communications

8.



Training

//VIRTUAL BOX PROCESS



Identify boxes to be virtualized



Prepare boxes for scanning



Scan boxes, perform quality check



Destroy boxes

//VIRTUAL BOX BENEFITS

Provides Hanford site record information at the user's desktop

- Enables findability- PDF OCR allows users to search content in addition to metadata search capability
- Eliminates the need for storing paper record boxes
- Increases productivity
- Supports the implementation of the cloud initiative

“Information

at the Point of Performance”

//PAPER REDUCTION PLAN

- Goal is to reduce paper
 - Electronic Cradle to Grave
 - Aggressively pursue receipt of electronic records
 - Reduce the volume of paper records that are currently in storage
 - Receive about 4,000 boxes of records annually
 - Graded approach to virtualization of boxes
- Goal is to store 25,000 boxes at our local, state of the art Long Term Storage facility



//STATISTICS

■ Paper Records Boxes

- ~1,400 boxes requested in 2011
- Records Holding Area ~19,000 boxes
- Federal Records Center ~83,000 boxes
- Retention Periods
 - > 75 years - ~20,500 boxes

■ Electronic Records

- ~12,000 searches per week
- Electronic Records Repository
 - Total documents ~16 million
 - Electronic records ~3 million

//METRICS

- Average time to retrieve a box
 - ~24 hrs.
- Electronic Records Retrieval Time
 - Instant
- Distance traveled when retrieving physical boxes
 - Local Records Holding Area (20 miles)
 - Federal Records Center (300 miles)

//FUTURE VISION

- Plans to have all hard copies out of Federal Records Center (FRC) by 2020
- Support Long Term Stewardship (LTS) and Legacy Management efforts
- Mobile technology



//QUESTIONS

//CLOSE OUT

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